



Pollution Incident Response Management Plan

Coastal Quarry Products Pty Limited,
Wauchope NSW

Version 1 – Prepared January 2022

on site by M. Roche, B. Roche and L. Hoffman

What to do if a Pollution Incident Occurs

A “Pollution Incident” is an incident that causes or threatens material harm to the environment.

Step 1 – Take immediate action to ensure the safety of people at the site (if feasible to do so)

Step 2 – If the incident presents an immediate threat to human health or property phone 000 for emergency assistance

Step 3 – If the incident does not require an initial combat agency or once the 000 call has been made, notify the emergency coordinator (Bryce) of the incident and all relevant information about it:

Phone 0436 209 999 for CQP’s Emergency Coordinator, if the Emergency Coordinator is unavailable contact the company Director 0407 857 139

Step 4 – The Emergency Coordinator must immediately notify all the relevant authorities listed below, in the order listed:

Contact	Phone Number
The EPA Environment LineAngus Adair	131 555 0488 188 421
Mid North Coast Area Health Service	1800 726 997
Mine Safety	1300 814 609
Port Macquarie Hastings Council	(02) 6581 8111
Fire and Rescue NSW	000

Step 5 – Following notification to the above authorities, depending on the nature of the incident, other authorities may need to be contacted.

1. Introduction

This pollution incident response management plan (PIRMP) has been prepared for CQP for the operating Quarry facility, located at 129 Milligans Road, Wauchope, NSW.

The PIRMP sets out the procedure to be followed in the event of a pollution incident at the site. The objectives of the PIRMP are to:

- Ensure comprehensive and timely communication about a pollution incident to personnel at the site, the Environment Protection Authority (EPA), other relevant authorities, and people in the community who may be affected by the impacts of the pollution incident;
- Minimise and control the risk of a pollution incident at the site by requiring identification of risks and the development of planned actions to minimise and manage those risks; and
- Ensure that the PIRMP is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

2. Legislative requirement for the Plan

The Quarry operates under Environment Protection Licence (EPL) 12364. In accordance with the Protection of the Environment Operations Act 1997 (POEO Act), all EPL holders are required to prepare and implement a PIRMP for each licenced site. Part 5.7A, section 153A of the POEO Act states:

Duty of licence holder to prepare pollution incident response management plan.

The holder of an environment protection licence must prepare a pollution incident response management plan that complies with this Part in relation to the activity to which the licence relates.

The PIRMP must include the information detailed in the POEO Act and content specified in the POEO (General) Regulation. This PIRMP has been prepared in accordance with the POEO Act, the Regulation, and the EPA guidelines "Preparation of pollution incident response management plans", 2012. A checklist of legislative requirements and where those requirements have been met in this PIRMP is provided in Appendix A.

Offences have been introduced under the legislation for not preparing a PIRMP. Offences are also in place for not keeping the PIRMP at the premises to which it relates, not testing the PIRMP in accordance with the Regulation, and not implementing the PIRMP when an incident occurs.

3. What is a Pollution Incident?

In accordance with the POEO Act (section 153F), if a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, the person carrying on the activity must immediately implement the PIRMP.

'Pollution Incident' is defined in the dictionary of the POEO Act as:

A pollution incident means an incident or set of circumstances during or as a consequence of which there is, or is likely to be, a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

'Material Harm' is defined in section 147 of the POEO Act. Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred.

147 Meaning of material harm to the environment

(1) For the purposes of this Part:

(a) harm to the environment is material if:

(i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or

(ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and

(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

(2) For the purposes of this Part, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.

4. Immediate notification

EPL licensees, and anyone carrying on an activity or occupying a premises who becomes aware of a pollution incident, are required to report the pollution incident **immediately** (under section 148 of the POEO Act). (Formerly the requirement was 'as soon as practicable'.)

'Immediate' means licensees need to report pollution incidents promptly and without delay. There is a \$2 million maximum penalty for failure to notify of a pollution incident in accordance with the requirements of the POEO Act.

The requirement to notify applies to:

- All holders of EPLs; and
- Persons that undertake activities resulting in a pollution incident.

Further information regarding notification and who to notify is specified in Section 3.0 of this PIRMP.

1. The Site

2. Location

The licensed Quarry is located at 129 Milligans Road, Wauchope, NSW. The Quarry is a Hard Rock Quarry limited to the extraction of up to 100,000 tonnes of hard rock per annum including crushing and screening of the product.

Access to the Quarry is from the Milligans Road.

3. Site Activities

The permitted hours of operation at the Quarry are 7:00am to 5:00pm Monday to Friday, 7:00am to 1:00pm Saturday with no quarry activity operation on Sunday or Public Holidays.

The site consists of a medium office, weighbridge, stockpiles and mobile plant and equipment.

The activities on the site consist of crushing and screening hard rock. Loading and weighing trucks. Intermittent regulated blast activity.

4. Environmental Site Documents

The Development Consent (2014/960) permits extraction of no more than 100,000 tonnes per annum.

The EPL requires monitoring on site to ensure compliance.

CQP's site documents provide environmental, health and safety controls for the site. Documents include CQP's:

- EPL License;
- Development Consent;
- Other relevant Management Plans (including Air and Traffic)

These documents are reviewed and updated.

In addition, standard and site-specific procedures and management plans are in place to direct activities undertaken at the site. The procedures and plans outline the checks, testing, and safety requirements taken to promote a safe working environment for people, and to manage potential impacts to the environment.

Relevant Australian Standards are applicable to activities at the site. Various legislative requirements also apply to activities at the site and are complied with.

1. Pollution Incident Notification Protocol

2. When is notification required?

If a pollution incident occurs in the course of an activity that causes or threatens material harm to the environment there is a duty to notify. A definition of pollution incident and an explanation of material harm are provided at Section 1.2.

The duty to notify does not apply to a pollution incident involving only the emission of an odour, and does not include an incident or set of circumstances involving only the emission of noise.

You are not required to notify if the incident is an ordinary result of action required to be taken to comply with the EPL at the site, an environment protection notice or other requirement of the POEO Act.

3. Who has a duty to notify?

Under the POEO Act, the following people have a duty to notify of the pollution incident:

- The person carrying on the activity (including casual or shift workers, or contractors);
- An employee or agent carrying on the activity;
- An employer carrying on the activity; and
- The occupier of the premises where the incident occurs.

Notification must be given immediately, i.e. promptly and without delay, after the person becomes aware of the incident (in accordance with section 148, POEO Act).

Penalties can apply if there is a failure to notify (\$2,000,000 for a corporation and \$500,000 for an individual). A person must notify even though the notification might incriminate the person.

4. Who do you notify?

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police, and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, you must immediately notify the Emergency Coordinator of the incident and all relevant information about it. The Emergency Coordinator will contact the Director. Contact details for the Emergency Coordinator and Director are provided in Table 1. (In the absence of the Emergency Coordinator, the Director will fulfil the responsibilities of the Emergency Coordinator.)

Table 1 Notification to NVQ

Contact	Phone Number
Quarry Contractor (Emergency Coordinator)	0436 209 999
Director	0407 857 139

The Emergency Coordinator is:

- i) Responsible for activating the PIRMP;
- ii) Authorised to notify relevant authorities as advised below; and
- iii) Responsible for managing the response to a pollution incident.

Upon receiving notification, the Emergency Coordinator must determine if the event is a pollution incident (refer to section 1.2). If it is a pollution incident, the Emergency Coordinator must then immediately (that is, promptly and without delay), provide notification of the pollution incident to all the authorities identified in Table 2, in the order as listed.

Table 2 Notification to Relevant Authorities

Contact	Phone Number
The EPA Environment LineAngus Adair	131 555 0488 188 421
Mid North Coast Area Health Service	1800 726 997
Mine Safety	1300 814 609
Port Macquarie Hastings Council	(02) 6581 8111
Fire and Rescue NSW	000

Whenever an incident notification is made, **all five** relevant authorities must be contacted. For example:

- If you initially rang Fire and Rescue on 000 due to an immediate threat to life and property, you must still contact the other four authorities; or
- If the incident did not require an initial combat agency, you must still notify all of the response authorities (including Fire and Rescue) in the order listed in Table 2.

You do not have to notify if you know that all relevant authorities are already aware of the incident (section 151 POEO Act).

If, at the time of making the notification, you believe that some of these authorities do not need to attend the incident, you may provide that advice. However, you must still provide all the information you have regarding the incident to each authority. It is the responsibility of each authority to decide whether they need to attend the incident.

Where authorities decide not to attend, the incident notification enables each authority to respond to enquiries about the incident and provides them with initial information in the event that the incident escalates or their involvement in managing the incident is required at some later stage.

5. What information must you provide?

Sufficient detail of the incident must be reported to the EPA to enable appropriate follow-up action. The relevant information required includes:

- a) The time, date, nature, duration and location of the incident;
- b) The location of the place where pollution is occurring or is likely to occur;
- c) The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known;
- d) The circumstances in which the incident occurred (including the cause of the incident, if known); and
- e) The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known.

Any information that is not known when the incident is notified must be provided immediately once it becomes known.

6. Coordination with authorities

In the event of an immediate threat to life and property, the incident will be coordinated by emergency services. In such a case, when external emergency services arrive on site their Senior Emergency Services Officer (usually from the Fire Brigade) will take on the role of Emergency Coordinator. CQP will act under instruction from emergency services and take any action as directed to combat pollution caused by the incident.

The CQP person through whom all communications are to be made to coordinate with authorities in such a case is the CQP Emergency Coordinator.

1. Community Engagement Protocol

2. Wider notification

The EPA can formally direct CQP to notify others. This direction will require CQP to contact commercial, industrial and residential neighbours to inform them of the circumstances of the incident and what action is being taken in response to it. It will be an offence not to comply with such a direction.

The EPA may advise CQP of the extent of notification required. If not, CQP would determine the extent of who to contact based on the nature of the pollution incident and the conditions at the time (for example, the type of pollutant, prevailing winds, magnitude of incident, and possible impacts).

3. Communication mechanisms

In the event that the pollution incident is being coordinated by emergency services, communications would be under the control of emergency services. Emergency services are able to send out SMS messages to defined catchment areas to alert and advise the community if required. CQP would work with emergency services to provide communications assistance and support, including direct doorknocks if they were required.

If communication is not coordinated by emergency services, notification to the owners or occupiers of premises in the vicinity of CQP would be coordinated by CQP's Emergency Coordinator.

A list of neighbours within the vicinity and their telephone numbers is provided in the Emergency Plan.

CQP has a variety of mechanisms available for providing early warnings and regular updates to neighbours and the community. The mechanisms to be employed would depend on the nature of the incident and include:

- Telephone calls and SMS messages to immediate neighbours;
- Media releases to the broader community (radio and television);
- Incident notification on the CQP website;
- Emails to community representatives; and
- Doorknocking of affected neighbours and community members.

The communication response to be used in the event of a pollution incident would depend on the circumstances of the event, and any direction that may be provided by the EPA.

4. Information to be provided

In the event of a pollution incident, communication to the community would include specific information to minimise the risk of harm. For example, this may include instructions to close windows and doors and remain inside for incidents involving emission of air pollutants.

The information to be provided would be dependent on the nature and circumstances of the event.

1. Site Response

This section of the PIRMP provides a description of the action that would be taken immediately after a pollution incident has been notified.

2. Minimise risk to persons on premises

The first response is always to ensure that risk to people at the site is minimised.

At full operation CQP estimate a maximum 10 people on site at any one time, including truck drivers.

Any emergency incident at the site shall be dealt with according to:

- **CQP's Emergency Plan.**

This procedure specifies the arrangements for minimising the risk of harm to any persons at CQP should an emergency occur. The action to be taken would depend on the type of emergency and may include:

- Activating the warning alarm/s;
- Evacuating personnel to evacuation assembly points; and
- Emergency shutdown.

The Emergency Plan provides specific strategies for:

- Emergency communication;
- Emergency response and control; and
- Clean-up following an emergency.

If medical advice is required, CQP will coordinate through Port Macquarie Base Hospital.

3. Reduce or Control Pollution Incident

Only if it is safe to do so should action be taken to reduce or control the pollution incident.

The actions to be taken to ensure that CQP manages a response to environmental emergencies (including fuel spill and gas leaks) have been identified in:

- **CQP's Emergency Plan.**

The Emergency Plan is kept in the site office and refers to specific workplace procedures depending on the incident that has occurred. Which procedure to be followed will depend on the nature of the incident and will be determined by the the Emergency Coordinator or Supervisor on site at the time of the incident. Procedures relevant to pollution incidents are provided in the Emergency Plan including procedures for:

- Site evacuation;
- Response in the instance of a site fire;

These procedures are provided in the Emergency Plan. The procedures include arrangements for stopping-work, deployment of spill containment equipment, and clean up action.

CQP's Emergency Coordinator shall ensure those persons responsible for the pollution incident take the appropriate clean up steps following the incident. Waste handling and disposal procedures are specified in the Emergency Plan (refer to Appendix F of the Emergency Plan), and include contact details for waste disposal contractors.

CQP is responsible for disposing waste hazardous substances through a licenced contractor. Under no circumstances should any oily waste, hazardous substances or garbage materials be discharged into the waterways.

6.0 Hazards

This section of the PIRMP identifies the main potential hazards to human health or the environment associated with activities at the ceramics facility. Table 3 identifies:

- The main potential hazards;
- The likelihood of these hazards occurring;
- The conditions or events that could, or would, increase the likelihood of hazards occurring; and
- Pre-emptive actions.

The likelihood of hazards occurring has been reduced through the implementation of pre-emptive actions. Pre-emptive actions are undertaken to minimise or prevent any risk of harm to human health or the environment arising out of site activities. Pre-emptive actions listed in Table 3 are not exhaustive of all pre-emptive measures taken at the site.

Table 3 Main Hazards and Pre-Emptive Actions

Main Hazards	Likelihood of hazards occurring	Conditions or events that could increase the likelihood of the hazard occurring	Pre-emptive Actions
Exposure to dust	Low	<ul style="list-style-type: none"> - Wind - Dust suppression activities not in place - PPE not worn 	<ul style="list-style-type: none"> - Regular maintenance of dust suppression controls in accordance with the air management plan - On site monitoring of dust - PPE to be worn - Staff to be appropriately trained
Fire	Low	<ul style="list-style-type: none"> - Fuel or oil leak from vehicle or equipment damage - Vandalism - Equipment/process failure - Electrical fault 	<ul style="list-style-type: none"> - Control of ignition sources - Flammables segregated from structural elements - No combustibles stored in work area - Good housekeeping. Keeping site clean - No smoking policy - Regular maintenance of site equipment - Video camera's in operation
Machinery/ Vehicle accident	Low	<ul style="list-style-type: none"> - Working on live equipment - Adherence to traffic management plan - 	<ul style="list-style-type: none"> - Staff training - Appropriate supervision - Regular testing and maintenance of site equipment - Pre-start checks on machinery - Registered and approved subcontractors - Video camera's in operation

Main Hazards	Likelihood of hazards occurring	Conditions or events that could increase the likelihood of the hazard occurring	Pre-emptive Actions
Oil/Fuel Spill	Low	<ul style="list-style-type: none"> - Poor maintenance of mobile equipment/transport leading to line breakage, drips and spills - Vehicle accident - Poor oil storage - Leak from transformers at substation - Rupturing of transformers - Fire 	<ul style="list-style-type: none"> - Regular testing and maintenance of site equipment - Pre-start checks on machinery - Bunding of oil storage drums - Oil storage isolated from combustibles - Substation transformers located in a contained area - Regular inspection of substation transformers - Vehicles are required to comply with the site speed limit to prevent incidents -

7.0 Potential Pollutants

CQP will maintain diesel and lubricating oils on site in accordance with the Development Consent.

8.0 Safety Equipment

This section of the PIRMP provides a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.

A list of the safety equipment and the location where this equipment is stored is provided in Table 4. Additional product or activity-specific safety equipment may be required and is detailed in the site procedures.

Table 4 Safety Equipment

Description	Storage Location
PPE (as required and listed within the site procedures)	Each person maintains and stores own PPE
CPR mask and gloves	Site Office
Burns kit	Site Office
Fire hose reels and extinguishers	Site Office / Shed
Site first aid kit	Site Office / Shed

All emergency equipment is checked periodically in accordance with the Emergency Plan to ensure it is in place and operational.

9.0 Staff Training

Training on the PIRMP will be provided to all personnel working at the Quarry (employees and contractors). The objective of the training is to inform all workers of the process to be followed in the event of a pollution incident, the notification protocol, and actions to be taken.

PIRMP training would initially occur as part of a toolbox talk.

All new employees and contractors working at the site would be briefed on the PIRMP as part of their induction and briefing on emergency procedures.

Ongoing training would be provided annually at formal training sessions. At the annual training sessions desktop scenarios would be discussed based on the likely risks and potential incidents that could occur at the site. Competency of trainees will be checked via a short-answer questionnaire to be completed at the end of training.

If a change is made to the PIRMP that impacts on the procedures to be followed in the event of a pollution incident, the update would initially be communicated as part of a toolbox talk.

Training records will be kept in the CQP document control.

10.0 Testing the Plan

To check that the PIRMP works effectively the PIRMP must be tested:

- a) Routinely at least once every 12 months; and
- b) Within one month of any pollution incident occurring.

The objective of testing is to assess whether the information included in the PIRMP is accurate and up to date and the PIRMP is capable of being implemented in a workable and effective manner.

The routine testing will be a desktop assessment. During the desktop assessment the PIRMP will be reviewed and all components of the plan will be checked:

- Contact details will be checked to ensure they are up-to-date;
- Procedures in the PIRMP will be checked to ensure they are workable, and
- Training competency and feedback will be considered to assess the effectiveness of PIRMP training.

Annual PIRMP testing would be recorded in CQP's document control, including:

- The dates on which the plan has been tested; and
- The name of the person who carried out the test.

Following testing, if the PIRMP is updated, the dates on which the plan is updated will be recorded in CQP document control.

1. Plan Availability

2. Onsite PIRMP availability

A copy of this PIRMP must be kept at the site and is to be readily available to any person who is responsible for implementing the plan.

In accordance with the POEO Regulation, a copy of the PIRMP is to be made readily available to an authorised EPA officer on request.

3. Public availability

The PIRMP is to be made publicly available in a prominent position on the CQP publicly accessible website (if a website is established) within 14 days after it is prepared. The parts of the PIRMP that must be made publicly available are specified in 98D(3) of the POEO Regulation (which refers to parts of the POEO Act and the POEO Regulation). The parts of the PIRMP that must be made publicly available are listed in Table 4.

Table 4 PIRMP information to be publicly available

Information required	Section of this PIRMP which contains the information
POEO Act, section 153C(a)	

Information required	Section of this PIRMP which contains the information
<p>The procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to:</p> <p>(i) the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates, and</p>	Section 4.0
<p>(ii) the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B relates are located and any area affected, or potentially affected, by the pollution, <i>[the local authority is Newcastle City Council. The area in which the site is located is described in Section 2.1]</i>, and</p>	Section 3.0 and 4.0
<p>(iii) Any persons or authorities required to be notified by Part 5.7 <i>[that is: the regulatory authorities; and commercial, industrial, and residential neighbours as directed by the EPA]</i>.</p>	Section 3.0 and 4.0
POEO Regulation, clause 98C(1)	
<p>(h) The contact details of each relevant authority referred to in section 148 of the Act:</p> <ul style="list-style-type: none"> - the appropriate regulatory authority <i>[at the ceramics facility the EPA is the appropriate regulatory authority]</i>, - if the EPA is not the appropriate regulatory authority - the EPA, - if the EPA is the appropriate regulatory authority - the local authority for the area in which the pollution incident occurs <i>[the local authority is Newcastle City Council]</i>, - the Ministry of Health, - the WorkCover Authority, and - Fire and Rescue NSW. 	Section 3.3
<p>(i) details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on</p>	Section 4.2

Any personal information within the meaning of the [Privacy and Personal Information Protection Act 1998](#) is not required to be included in the PIRMP that is made publicly available.